ASSIGN A DELEGATE: APPROVALS

TRAVEL APPLICATION

Delegate for Approvals (an employee who can act as a substitute for expense approvals).

HELPFUL HINTS

The date range of assigning a delegate approver cannot exceed 85 days.

Supported browsers:
- PC: Chrome and Edge
- Macintosh: Chrome and Safari

ASSIGN AN APPROVER DELEGATE

Within Firefly, click on the Travel and Expense Reporting tile.

The travel page appears. Click Travel Delegate Assign/Edit.
The workflow substitution & travel delegate screen opens. Click **Add Substitute**.

To add an approver delegate (an employee who can act as a substitute for travel approvals), click **Add Substitute**.

Enter an employee’s name in the search field and click **Search**.
ASSIGN A DELEGATE: APPROVALS

Select the desired employee name from the search results.

Search Name for Substitutes

Donna Geviss

Donna Geviss
Dept: NbIS UNCA
Tel No: 402-472-2983

Select Travel and Expense Approvals.

Select Workflow Task

Donna B Geviss

Dept: Administrative Systems Group UNCA
Email: DGEVISS@NEBRASKA.EDU
Tel No: 402-472-2983

Selection

Leave Requests
Time Approval
Delegate Travel Entry

Travel and Expense Approvals

All Workflow Types

Cancel
ASSIGN A DELEGATE: APPROVALS

Select a start date.

Scroll to locate an end date and click Save. Note: the date range cannot exceed 85 days for approval delegates.
A success message appears. Click Ok.

The travel and expense approval delegate has been added.